

# **Disposal of Surplus Land**

Effective: November 20, 1970

**UDOT 08A3-9**

Revised: January 30, 1996

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## **Purpose**

To establish the responsibility for determining what Real Property may be declared surplus.

To establish the procedures for disposal of property which have been designed to be consistent with other Utah Department of Transportation policies.

To insure proper accounting of the disposed property.

## **Policy**

Land owned by the Utah Department of Transportation which has no further present use, or probable future use, will be made available for disposal. The disposal will remain consistent with honest management practices, and render the greatest benefit to the Department, the general public, and the residents of the immediate area involved.

When the public good is served, disposal to other government bodies or agencies will be given preference.

Preference will also be given to the trade of surplus land in return for parcels needed for highway purposes.

## **Procedures**

### **Disposal of Surplus Land**

### **UDOT 08A3-9.1**

**Responsibility:** Region Director/District Engineer

#### **Actions**

1. Declares property surplus. Instructs Region/District personnel to prepare deeds.

**Responsibility:** Property Management Supervisor

2. Reviews the Region/District's request to dispose of property, and makes a recommendation to be put on the disposal form.

**Responsibility:** Right-of-Way Agent

3. Reviews surplus files, and requests appraisal through the Right-of-Way Appraisal Review Supervisor.

**Responsibility:** Appraisal Review Supervisor

4. Completes the appraisal process, and provides value analysis.

**Responsibility:** Right-of-Way Agent

5. Completes R-676, Disposal Approval form. Obtains Federal Highway Administration approval, if Federal funds property value is \$1,000.00, or more.

**Responsibility:** Property Management Supervisor

6. Determines Method of Sale in best interest of public, and Department. Factors to be considered: Access, location, value, desirability of property, date of purchase, and if another agency or other land will be involved.

**Responsibility:** Right-of-Way Agent

7. Proceeds with sale of property by selected method (direct, bid, listing, etc.).
8. Completes deeds, and submits for signatures.

**Responsibility:** Chief, Right-of-Way/Deputy Director

9. Signs deeds on behalf of the Department.

**Responsibility:** Right-of-Way Agent

10. Directs or performs closing activities, including receiving payment and submitting deed to be recorded.
11. Receipts payment and submits payment, funding information and necessary documentation to the UDOT Comptroller's Office.
12. Completes Surplus Land Sales Summary form, submits form to delete property from Surplus Summary Report, and closes surplus property packet.

**Responsibility:** Property Management Supervisor

13. Reviews surplus property packet and documentation for completeness. Closes assignment request.